

Request for Proposals Part A*



Department of Executive Services
Finance and Business Operations Division
Procurement and Contract Services Section
206-684-1681 TTY Relay: 711

Advertised Date: October 20, 2005

RFP Title: Auto Discovery and Asset Management

RFP Number: 05-128LM

Due Date: November 17, 2005 - 2:00 P.M.

Buyer: Linda Machno, Linda.machno@metrokc.gov, 206-684-1392

Pre-proposal Conference:

A conference to discuss questions related to this RFP shall be held at the City of Seattle, Seattle Municipal Tower, 23rd Floor, 700 5th Avenue, Seattle, WA. 98104, Olympic Conference room, on October 31, 2005 at (2:00 p.m.)

To call into the Pre-proposal Conference via telephone, call 206-205-0999.

If you have problems connecting to the conference bridge, call 206-296-0600 for assistance.

Proposals are hereby solicited and will **ONLY** be received by:

King County Procurement Services Section
Exchange Building, 8th Floor
M/S EXE-ES-0871
821 Second Avenue
Seattle, WA 98104-1598

Office Hours: 8:00 a.m. - 5:00 p.m.
Monday - Friday

Note: This RFP consists of Two Parts and Two Exhibits:

Part A – Instructions and Information about the RFP Process

Part B – The Contract King County intends to enter with the selected Proposer

Exhibit A – Background, Current Environment, and Requirements

Exhibit B – Proposer Response Template

This Request for Proposal will be provided in alternative formats such as Braille, large print, audio cassette or computer disk for individuals with disabilities upon request.

SUBMITTERS SHALL COMPLETE AND SIGN THE FORM BELOW (TYPE OR PRINT)

Company Name		
Address		City/State/Zip Code
Signature		Authorized Representative / Title
E-mail	Phone	Fax

This Request for Proposal will be provided in alternative formats such as Braille, large print, audio cassette or computer disk for individuals with disabilities upon request.

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DEFINITION OF WORDS AND TERMS APPLICABLE ONLY TO PART A THE RFP

Words and terms applicable to the Contract are defined in Part B of the RFP

Words and terms shall be given their ordinary and usual meanings. Where used in the Contract documents, the following words and terms shall have the meanings indicated. The meanings shall be applicable to the singular, plural, masculine, feminine and neuter of the words and terms.

Addendum/Addenda: Written additions, deletions, clarification, interpretations, modifications or corrections to the solicitation documents issued by the County during the Proposal period and prior to contract award.

Best and Final Offer: Best and Final Offer shall consist of the Proposer's revised proposal and any supplemental information requested during the evaluation of Proposals. In the event of any conflict or inconsistency in the items submitted by the Proposer, the items submitted last govern.

Competitive Range: The Competitive Range consists of the Proposers that have a reasonable chance of selection for contract award. The Proposal Evaluators (PE) shall conduct the initial evaluation of the proposals considering price and Evaluation Factors established in the RFP. The Buyer and Project Manager/PE together shall compare the evaluations and determine the Competitive Range. The Competitive Range may be reduced after the evaluation of additional information, Best and Final Offers and negotiations.

Criteria, Evaluation Criteria or Evaluation Factors: The elements cited in the RFP that the County shall examine to determine the Proposers understanding of the requirements; technical, business and management approach; key personnel; qualification and experience of the Proposer; potential for successfully accomplishing the Contract; risk allocation and the probable cost to the County.

Proposal Evaluators (PE): Team of people appointed by the County to evaluate the proposals, conduct discussions, call for Best and Final Offers, score the proposals and make recommendations.

Proposer: Individual, association, partnership, firm, company, corporation or a combination thereof, including joint ventures, submitting a proposal to perform the Work.

RFP: Request for Proposals. Also known as the solicitation document.

Reference Documents: Reports, Specifications, and drawings are available to Proposers for information and reference in preparing proposals but not as part of this Contract.

1 SECTION PROPOSAL PREPARATION

1.1 Introduction

The Information and Telecommunications Services Division (ITS) of the Department of Executive Services (DES) is issuing this Request for Proposals (RFP) to procure an auto-discovery and asset management solution from a single vendor. ITS intends to procure a solution that meets current needs within the Department of Executive Services and is capable of long-term growth and expansion.

The recommended solution will be used in the overall management of IT assets throughout the Department of Executive Services. As such, ITS is looking for a mature, market-tested solution that is able to identify and track a wide variety of equipment, has the ability to monitor software usage, and can easily share data with other systems.

The chosen solution will be made available for use by other King County agencies at a future point in time, but the scope of this RFP is only for implementation and use of the chosen solution within the Department of Executive Services.

1.2 Proposal Submission

- A. Proposals shall contain all required attachments and information, be sealed and submitted to the County (hereinafter "County"), Procurement and Contract Services Section, Mailstop EXC-FI-0871, Eighth Floor, Exchange Building, 821 Second Avenue, Seattle, Washington 98104-1598 no later than 2:00 p.m. Seattle time on proposal submittal date.
- B. Proposals shall only be accepted from a Contractor or a joint venture submitting a single proposal.
- C. See Part A, Section 1.14, Proposal Content Requirements for additional information regarding submittal requirements.

Note: This RFP is available on the Web at <http://www.metrokc.gov/procurement> and by choosing the "RFPs, RFQs, ITBs" menu tab, then click the "New" menu tab, then click on "goods & Services", and look for RFP 05-128LM.

1.3 Proposal Signature

Each proposal shall include a completed Contractor Registration Form, Attachment A signed by an authorized representative of the Proposer.

1.4 Addenda

Each 'Contractor Registration Form', Attachment A, shall include acknowledgment of receipt and review of all Addenda issued during the proposal period.

At any time, if the County changes, deletes, revises, clarifies, increases, or otherwise modifies the RFP, the County shall issue a written Addendum to the RFP.

In considering which firms to notify by Addendum, the County shall consider the stage in the procurement process at which the change occurs and the magnitude of the change, as follows:

- A. If proposals are not yet due, the Addendum shall be sent to all firms that have received the RFP or acknowledged receipt of the RFP from the web site. (See Part A, Subsection 1.2 for location of Addenda on King County Web.)
- B. If the time for receipt of proposals has passed, the Addendum shall be sent only to Proposers with proposals submitted on time to the County.
- C. If the proposals have been evaluated, only those proposals determined to be within the competitive range shall receive an Addendum.

- D. The County reserves the right to extend the proposal submission period or may cancel the original RFP and may issue a new one, regardless of the stage of the procurement process. The new solicitation shall be issued to all firms originally solicited and to any firms added to the Proposers list.

1.5 Interpretation of Proposal and Contract Documents

No oral interpretations as to the meaning of the RFP shall be made to any Proposer. Requests for a written interpretation shall be made in writing and delivered, faxed or e-mailed to the Buyer at the County's Procurement Services Division at the location indicated in Part A, Subsection 1.7 at least ten (10) days before the date established for submitting proposals.

Proposers shall not rely upon any oral statements or conversations with County employees at the pre-proposal conference. Any interpretation deemed necessary by the County shall be in the form of an addendum to the RFP and when issued shall be delivered as promptly as is practicable to all parties to whom the RFP has been issued. Addenda will be processed in accordance with Part A, Subsection 1.4.

1.6 Schedule

<u>Day/Month/Year</u>	<u>Event</u>
October 20, 2005	Public announcement of Request for Proposals
October 27, 2005	Pre-proposal questions due, E-mail <u>Part A, Subsection 1.8</u>
October 31, 2005	Pre-proposal conference (time and location) <u>Part A, Subsection 1.8</u>
November 17, 2005	Proposals due
*December 16, 2005	Evaluation/Negotiation of Proposals
*January 9-13, 2006	Interviews/Demonstrations with proposers

Proposals Not Within The Competitive Range Shall Be Eliminated From The Selection Process.

- | | |
|------------------|--|
| *TBD, 2006 | Evaluation/negotiation complete |
| *TBD, 2006 | Execute Contract and issue Notice to Proceed |
- *Dates preceded by an asterisk are estimated dates. Estimated dates are for information only.

1.7 Inquiries

Inquiries concerning the procurement process shall be directed to Linda Machno at e-mail address: Linda.machno@metrokc.gov or at phone number (206) 684-1392 or FAX number (206) 684-1470 or in writing to the County's Procurement & Contract Services Section, Eighth floor, Exchange Building, Mailstop EXC-FI-0871, 821 Second Avenue, Seattle, WA 98104-1598.

COMMUNICATIONS CONCERNING THIS RFP, WITH OTHER THAN THE LISTED BUYER MAY CAUSE THE PROPOSER TO BE DISQUALIFIED.

1.8 Pre-proposal Conference

A pre-proposal conference shall be held at 2:00 am on Monday October 31, 2005 at the Seattle Municipal Building, 23rd Floor, 700 5th Avenue, Seattle, Washington. The conference will be held in the Olympic Conference room. All prospective Proposers are strongly encouraged to attend. The intent of the pre-proposal conference is to assist the Proposers to more fully understand the requirements of this RFP. Proposers are encouraged to submit questions in advance to enable the County to prepare responses; these questions should be e-mailed to the Buyer before the close of business Thursday, October 27, 2005. Questions will be encouraged during the pre-proposal conference also.

1.9 Examination of Proposal and Contract Documents

- A. The submission of a proposal shall constitute an acknowledgment upon which the County may rely that the Proposer has thoroughly examined and is familiar with the RFP, including any work site identified in the RFP, and has reviewed and inspected all applicable statutes, regulations, ordinances and resolutions addressing or relating to the goods and services to be provided hereunder.
- B. The failure or neglect of a Proposer to receive or examine such documents, work sites, statutes, regulations, ordinances or resolutions shall in no way relieve the Proposer from any obligations with respect to its proposal or to any Contract awarded pursuant to this RFP. No claim for additional compensation shall be allowed which is based upon a lack of knowledge or misunderstanding of this RFP, work sites, statutes, regulations, ordinances or resolutions.

1.10 Cost of Proposals

The County is not liable for any costs incurred by Proposers in the preparation, presentation, testing or negotiation of proposals submitted in response to this RFP.

1.11 Modification or Withdrawal of Proposals Prior to Proposal Due Date

At any time before the time and date set for submittal of proposals, a Proposer may request to withdraw or modify its proposal. Such a request shall be in writing signed by an authorized representative of Proposer as identified in Attachment A, Contractor Registration Form. All proposal modifications shall be made in writing, executed and submitted in the same form and manner as the original proposal.

1.12 Error and Administrative Corrections

The County shall not be responsible for any errors in proposals. Proposers shall only be allowed to alter proposals after the submittal deadline in response to requests for clarifications or Best and Final Offers by the County.

The County reserves the right to allow corrections or amendments to be made that are due to minor administrative errors or irregularities, such as errors in typing, transposition or similar administrative errors.

1.13 Compliance with RFP Terms, Attachments and Addenda

- A. The County intends to award a Contract based on the terms, conditions, attachments and addenda contained in this RFP. Proposers shall submit proposals, which respond to the requirements of the RFP.
- B. Proposers are strongly advised to not take exceptions to the terms, conditions, attachments and addenda; exceptions may result in rejection of the proposal. Proposers shall submit proposals, which respond to the requirements of the RFP. An exception is not a response to a proposal requirement. If an exception is taken in Part B, a 'Notice of Exception' shall be submitted with the proposal. The 'Notice of Exception' shall identify the specific point(s) and the reason for the exception.
- C. The County reserves the right to reject any proposal for any reason including, but not limited to, the following –
 - 1. Any proposal, which is: a) incomplete, b) obscure, c) irregular or d) lacking necessary detail and specificity;
 - 2. Any proposal that has any a) qualification, b) limitation, c) exception or d) provision attached to the proposal;

3. Any proposal from Proposers who (in the sole judgment of the County) lack the a) qualifications or b) responsibility necessary to perform the Work;
 4. Any proposal submitted by a Proposer which is not registered or licensed as may be required by the laws of the state of Washington or local government agencies;
 5. Any proposal, from Proposers who are not approved as being compliant with the requirements for equal employment opportunity; and
 6. Any proposal for which a Proposer fails or neglects to complete and submit any qualifications information within the time specified by the County.
- D. The County may, at its sole discretion, determine that a proposal with a 'Notice of Exception' merits evaluation. A proposal with a 'Notice of Exception' not immediately rejected may be evaluated, but its competitive scoring shall be reduced to reflect the importance of the exception. Evaluation and negotiation shall only continue with the Proposer if the County determines that the proposal continues to be advantageous to the County.
- E. In consideration for the County's review and evaluation of its proposal, the Proposer waives and releases any claims against the County arising from any rejection of any or all proposals, including any claim for costs incurred by Proposers in the preparation and presentation of proposals submitted in response to this RFP.
- F. Proposals shall address all requirements identified in this RFP. In addition, the County may consider proposal alternatives submitted by Proposers that Provide cost savings or enhancements beyond the RFP requirements. Proposal alternatives may be considered if deemed to be in the County's best interests. Proposal alternatives shall be clearly identified.

1.14 Proposal Content Requirements

- A. Response Deliverables
- B. The proposal shall contain the following items and follow the exact sequence outlined below:
1. Proposal: Proposals shall be submitted using the Proposer Response Template located in Exhibit B of this RFP. Vendors wishing to respond to this RFP should contact the King County Buyer, Linda Machno, to obtain an electronic copy of Exhibit B in an MS Word format.. Except where noted, the Proposer Response Template will be formatted in MS Word.
 2. Software License Agreement(s)
 3. Attachments:
 - Cover
 - Attachment A Contractor Registration Form
 - Exhibit B Proposer Response Template
- C. Submit twelve (12) copies of the proposal and attachments. One original [marked ORIGINAL] shall be unbound to facilitate reproduction. Proposers shall submit their proposal using the enclosed Proposer Submittal Label.
- Proposers are also requested to submit an electronic copy of their response broken out into the following files:
1. Electronic Copy of Exhibit B, Sections 1.0 through 5.0: response to Exhibit B, Sections 1.0 – 5.0 (only include your response to Sections 1 – 5, not the entire RFP response). Your response must be submitted in a Microsoft Word 2000 or 2002/XP format.
 2. Electronic Copy of Exhibit B, Section 6.0: response to Exhibit B, Section 6.0 Project Plan (only include your response to this section, not the entire RFP response). Your response must be submitted in a Microsoft Word 2000 or 2002/XP format or a Microsoft Project 2002 compatible format.

3. Electronic Copy of Exhibit B, Section 7.0: response to Exhibit B, Section 7.0 Screen Shots (only include your response to this section, not the entire RFP response). Your response must be submitted in a Microsoft Word 2000 or 2002/XP format or as a .PDF file.
4. Electronic Copy of Exhibit B, Section 8.0: response to Exhibit B, Section 8.0 List of Pre-Set Reports (only include your response to this section, not the entire RFP response). Your response must be submitted in a Microsoft Word 2000 or 2002/XP format.
5. Electronic Copy of Exhibit B, Section 9.0: response to Exhibit B, Section 9.0 Data Dictionaries (only include your response to this section, not the entire RPP response). Your response must be submitted in a Microsoft Word 2000 or 2002/XP format. Note: responding to Exhibit B, Section 9.0 is optional in stage one of the evaluation. (Vendors may be asked to submit a data dictionary as part of stage two of the evaluation)
6. Electronic Copy of Exhibit B, Section 10.0: response to Exhibit B, Section 10.0 Pricing (only include your response to this section, not the entire RFP response). Your response must be submitted in a Microsoft Word 2000 or 2002/XP format.

Electronic responses may be submitted via e-mail or mailed on compact disk to the RFP contact.

Please note that there is a 5 MB size limit on e-mails received by King County. E-mailed responses may be sent in more than one e-mail.

1.15 Forms Required before Contract Signing

- A. The following completed forms shall be completed, signed and submitted with the proposal. They are available at www.metrokc.gov/procurement/forms.aspx

Attachment C - Equal Benefit Worksheet and Declaration Form

http://www.metrokc.gov/procurement/documents/U_042_EB_Worksheet_Declaration.doc

Attachment D - Personnel Inventory Report

http://www.metrokc.gov/procurement/documents/IBIS_Attachments/ATTACHMENTD_Personnel_Inventory.doc

Attachment E - Affidavit and Certificate of Compliance Regarding Equal Employment Opportunity.

http://www.metrokc.gov/procurement/documents/IBIS_Attachments/ATTACHMENTE_CertificateOfCompliance.doc

Attachment M - Consultant Disclosure Form

http://www.metrokc.gov/procurement/documents/U_019_Consultant_Disclosure_Form.doc

Attachment N - 504/ADA Assurance of Compliance

http://www.metrokc.gov/procurement/documents/U_027_504_ADA_Compliance.doc

Insurance and Endorsement Form – Shall be submitted at the time of award.

1.16 Collusion

If the County determines that collusion has occurred among Proposers, none of the proposals from the participants in such collusion shall be considered. The County's determination shall be final.

1.17 Proposal Price and Effective Date

- A. The proposal price shall include everything necessary for the prosecution and completion of Work under the Contract including but not limited to furnishing all materials, equipment, supplies, tools, plant and other facilities and all management, supervision, labor and service, except as may be Provided otherwise in this RFP. Proposed Prices shall include all freight charges, FOB to the designated delivery point. Washington State sales/use taxes and Federal excise taxes shall not be included in the proposal price. The County shall pay any Washington State sales/use taxes

applicable to the Contract price or tender an appropriate amount to the Contractor for payment to Washington State. The County is exempt from Federal excise taxes. All other government taxes, duties, fees, royalties, assessments and charges shall be included in the Proposal price.

- B. In the event of a discrepancy between the unit price and the extended amount for a proposal item, the County reserves the right to clarify the Proposal.
- C. The proposal shall remain in effect for 180 Days after the proposal due date.

1.18 Procedure When Only One Proposal Is Received

If the County receives a single responsive, responsible and advantageous proposal, the County shall have the right, in its sole discretion, to extend the proposal due date to conduct any or all of the following with the Proposer: price analysis, clarifications, discussions or negotiations. The Proposer shall promptly provide all pricing data, documentation and explanation requested by the County to assist in such analysis. By conducting such analysis, the County shall not be obligated to accept the single proposal; the County reserves the right to reject such proposal or any portion thereof.

1.19 Protest Procedures

- A. Form of Protest: In order to be considered, a protest shall be in writing, addressed to the Manager of the King County Procurement and Contract Services Section of the Department of Executive Services, and include:
 - 1. The name, address, and phone number of the Proposer protesting, or the authorized representative of the Proposer;
 - 2. The proposal RFP Number and title under which the protest is submitted;
 - 3. A detailed description of the specific grounds for protest and any supporting documentation. It is the responsibility of the protesting Proposer to supplement its protest with any subsequently discovered documents prior to the Manager's decision; and
 - 4. The specific ruling or relief requested.
- B. Who May Protest:
 - 1. Protests prior to proposal due date based on Scope of Work or other terms in the RFP document -- any prospective Proposer.
 - 2. Protests following Proposal due date -- any Proposer submitting a proposal on time.
- C. Time to Protest. Protests based on Scope of Work or other terms in the RFP document shall be received by the County no later than ten (10) Days prior to the date established for submittal of proposals. The County shall receive protests based on other circumstances within five (5) Days after the protesting Proposer knows or should have known of the facts and circumstances upon which the protest is based. In no event shall a protest be considered if all proposals are rejected or after award of the Contract.
- D. Determination of Protest. Upon receipt of a timely written protest, the Procurement Manager shall investigate the protest and shall respond in writing to the protest prior to the award of Contract. Except as provided below, the decision of the Procurement Manager shall be final.
- E. Reconsideration of Manager's Decision. A financially interested Proposer or Contractor may request that a Manager's adverse decision be reviewed by the Director of the King County Finance and Business Operations Division ("Director") on a reconsideration basis only. The only justifications for reconsideration are (1) new data, relevant to the underlying grounds for protest and unavailable at the time of the protest to the Manager; or (2) the Manager made an error of law or regulation. The following procedures shall be followed for a reconsideration of the Manager's decision:

1. Form of Request for Reconsideration. In order to be considered, a Request for Reconsideration shall be filed with the Director in writing and include:
 - a. Name, address, and telephone number of the Person protesting or their authorized representative;
 - b. A copy of the written decision of the Manager; and
 - c. Justification for a reconsideration by the Director, including all pertinent facts and law on which the Proposer is relying.
 2. Time for filing Request for Reconsideration. The financially interested Proposer shall file the Request for Reconsideration no later than five calendar Days of receiving the Procurement Manager's decision.
 3. Review of Manager's Decision. Upon receipt of a Request for Reconsideration, The Director or his/her designee shall review (1) the information submitted to and reviewed by the Manager and (2) the decision of the Manager, and shall thereafter issue a final determination regarding the Request for Reconsideration. No other information shall be reviewed unless the basis for the request for reconsideration is new data.
- F. Failure To Comply: Failure to comply with the procedures set forth herein may render a protest untimely or inadequate and may result in rejection thereof by the County.

1.20 Supported Employment Program

The County encourages the creation of supported employment programs for developmentally and/or severely disabled individuals. The County itself has such a program and is actively seeking to do business with those Contractors and Consultants that share this employment approach. If your firm has such a program, or intends to develop such a program during the life of this Contract, please submit Documentation supporting this claim with your proposal. If you have questions, or need additional information, please contact the Community and Human Services Division, Developmental Disabilities Division, 206-296-5268.

1.21 Compliance With Section 504 Of The Rehabilitation Act Of 1973

For all contracts providing consulting, maintenance, training or other services, the Proposer shall complete a Disability Self-Evaluation Questionnaire, Attachment N. The 504/ADA Disability Assurance of Compliance will cover all programs and services offered (including any services not subject to this Contract) for compliance with Section 504 of the Rehabilitation Act of 1973, as amended ("504"), and the Americans with Disabilities Act of 1990 ("ADA"). The Proposer shall complete a 504/ADA Disability Assurance of Compliance within ten (10) Days after receiving written notice of selection. The Proposer shall retain a copy of the completed 504/ADA and submit to the Buyer the original final two (2) signed pages titled "504/ADA Disability Assurance of Compliance", which will be attached to the Contract.

2 SECTION PROPOSAL EVALUATION AND CONTRACT AWARD

2.1 General

Proposals shall be evaluated and ranked by the Proposal Evaluators (PEs) on the basis of the criteria established in this RFP. The PEs shall evaluate the proposals submitted in response to the RFP, conduct fact finding, discussions/negotiations, request Best and Final Offers and determine which proposal is the most advantageous to the County for Contract award. The PE's recommendation is subject to review and approval.

2.2 Proposal Evaluation

- A. The PEs shall evaluate each proposal using the criteria set forth in this RFP. If deemed necessary by the PEs, written and/or oral discussions, site visits or any other type of clarification of proposal information may be conducted with those Proposers whose proposals are found to be potentially acceptable. Identified deficiencies, technical requirements, terms and conditions of the RFP, costs or prices, and suspected mistakes may be included among the items for discussion. The discussions are intended to give Proposers a reasonable opportunity to resolve deficiencies, uncertainties and suspected mistakes as requested by the PEs and to make the cost, pricing or technical revisions required by the resulting changes. In addition, the County may request additional business and administrative information.
- B. The PEs may find that a Proposer appears fully qualified to perform the Contract or it may require additional information or actions from a Proposer. In the event the PE determines that the proposal is not within the Competitive Range the PE shall eliminate the proposal from further consideration.
- C. Upon completion of discussions, the PE may issue to all remaining potentially acceptable Proposers a request for Best and Final Offers. The request shall include notice that discussions are concluded, an invitation to submit a revised proposal with a Best and Final Offer, and a new submittal date and time.
- D. The County reserves the right to make a Contract award without written and/or oral discussions with the Proposers and without an opportunity to submit Best and Final Offers when deemed to be in the County's best interests.

2.3 King County Contracting Opportunities Program

The purpose of the King County Contracting Opportunities Program is to maximize the participation of Small Economically Disadvantaged Businesses (SEDB) through the use of rating points in the award of King County competitively bid contracts for the acquisition of technical services. The program is open to all firms that are certified as a SEDB by King County's Business Development and Contract Compliance Office.

A "Small Economically Disadvantaged Business" (SEDB) means that a business and the person or persons who own and control it are in a financial condition, which puts the business at a substantial disadvantage in attempting to compete for public contracts. The relevant financial condition for eligibility under the Program is set at fifty percent (50%) of the Federal Small Business Administration (SBA) small business size standards using the North American Industrial Classification System (NAICS), and an Owners' Personal Net Worth less than \$750K dollars.

A "Certified Firm" means a business that has applied for participation in King County's Contracting Opportunities Program, and has been certified as an SEDB by the King County Business Development and Contract Compliance (BDCC) office. Information about becoming a Certified Firm, as well as a list of Certified Firms, may be obtained by visiting the King County's Contracting Opportunities Program Website address: <http://www.metrokc.gov/exec/bred/bdcc/prog/kccontractopp.htm> or contacting the BDCC office at (206) 205-0711.

In the evaluation of proposals, ten points will be allotted for SEDB participation. King County will count only the participation of SEDBs that are certified by King County at the date and time of proposal submittal. After tabulation of the selection criteria points of all prime submitters, ten (10) points shall be added to the score of all proposals that meet at least one of the two following sub-criterion:

- A. If the Prime submitter is a SEDB firm that anticipates performing work for the entire contract unassisted and includes the SEDB certification number on page one of this submittal.
- B. If the Prime submitter is not an SEDB but will use SEDBs for at least 5% of the total contract labor hours in the work to be performed in this contract, and who complete the following table and include it in their proposal submission:

SEDB Certification Number	Sub-Consultant Name	Contact Name / Phone	Work to be performed	Percentage of Total Hours

SEDB participation shall be counted only for SEDBs performing a commercially useful function according to custom and practice in the industry. A commercially useful function is defined as a specific scope of work for which the SEDB has the management and technical expertise to perform using its own workforce and resources.

2.4 **Evaluation of Responsiveness and Responsibility**

Part of the evaluation process involves a determination of responsiveness and responsibility. The County may request that the Proposer provide additional information, explanation and documentation to be used in the determination. The requests for information can occur at any point in the evaluation process. The additional information shall normally be in the following subject areas:

A. Responsiveness

The County shall consider all the material submitted by the Proposer to determine whether the Proposer's offering is in compliance with the terms and conditions set forth in this RFP.

B. Responsibility

1. The County shall consider all the material submitted by the Proposer, and other evidence it may obtain otherwise, to determine whether the Proposer is capable of and has a history of successfully completing contracts of this type. This may include requiring the Proposer to provide references from customers who have been provided the same or equivalent goods or services. References shall include the names and addresses of the parties to whom such goods or services were provided and the name and phone number of contact persons with such parties.
2. The following elements shall be given consideration by the County in determining whether a Proposer is responsible:
 - a. The ability, capacity and skill of the Proposer to perform the contract or provide the service required;
 - b. The character, integrity, reputation, judgment and efficiency of the Proposer;
 - c. Whether the Proposer has the financial resources and experience to perform the contract properly and within the times specified;

- d. The quality and timeliness of performance by the Proposer on previous contracts with the County and with other third parties, including, but, not limited to, the relative costs, burdens, time and effort necessarily expended by the County and such governments and agencies in securing satisfactory performance and resolving claims;
 - e. The previous and existing compliance by the Proposer with laws relating to public contracts or services, including, but not limited to, Disadvantaged Business Enterprise (DBE) and equal employment opportunity requirements;
 - f. The history of the Proposer in filing claims and litigation on prior projects involving the County or third parties; and
 - g. Such other information having a bearing on the decision to award the Contract.
3. Financial Resources
- Submit proof of adequate financial resources which would be available to the Proposer for the prosecution and completion of the Work as required. Refusal to provide such information when requested shall cause the proposal to be rejected.

When requested, the required financial information shall include:

- a. Audited financial statements such as balance sheets, statements of income, statements of cash flow and stockholders' equity for each of the three most recently completed fiscal years, including notes to financial statements, independent accountants' reports and annual reports to stockholders;
- b. Documentation of an open line of credit or other arrangement with an established bank under which adequate financing would be available for prosecution and completion of the work called for hereunder;
- c. Certification by the principal financial officer of or an independent accountant for the Proposer, stating that the Proposer has adequate financial resources for the prosecution and completion of the work called for hereunder; and
- d. The names, addresses and telephone numbers of at least one contact in the company's principal financial or banking organization and its independent auditor.
- e. Acceptable evidence of its ability to perform, such as firm commitments by Subcontractors, equipment, supplies and facilities, and the Proposer's ability to obtain the necessary personnel.

2.5 Evaluation Criteria

- A. The PE shall score each proposal on the completeness and adequacy of the Proposer's responses and on additional available relevant information. The criteria, listed in PART A, Subsection 2.6 below are weighted in accordance with the points available in their category and are the basis for evaluation of proposals.
- B. Although all elements of a proposal are important, certain aspects of the proposal may be more heavily considered than others. The County is not required to select the proposal with the lowest cost. The County shall select the proposal(s) that, in the County's sole discretion, is/are the most advantageous to the County, all factors considered.
- C. The evaluation of proposals may also include criteria addressed elsewhere in the RFP.

2.6 Proposal Scoring

Proposals will be evaluated on the completeness and quality of content in the following stages. The maximum number of points to be awarded is 1010. The tables below outline points available for the written and interview stages. An additional ten (10) points will be awarded to vendors providing SEDB opportunities. See Section 2.3 for additional information.

A. Stage One: Evaluation and Scoring of Written Response (700 points available)

Table 1

Stage One Scoring Allocations

Management Section	Initial Points Possible
1.0 Vendor Contact Information and Experience	30 for section
1.1 Vendor Contact Information	
1.2 Recent Experience	
1.3 Existing Installations of Asset Management and Related Software within King County	
1.4 Examples of Prior Installations	
1.5 Project Resources	
1.6 Additional Management/Financial Questions	
Technical Section	Initial Points Possible
2.0 Recommended Solution	150 for section
2.1 Recommended Solution	
2.2 Technical Overview/Systems Architecture	
3.0 Auto-Discovery	105 for section
3.1 Approach to Discovery	
3.2 Discovery: Hardware Equipment	
3.3 Discovery: Attributes of Hardware	
3.4 Discovery: Discovering Attributes of Software Installed on Equipment	
3.5 Discovery: Tracking Software/Printer Usage	
4.0 Asset Management Database/Repository	120 for section
4.1 Screen Layout/Data Fields	
4.2 Data Accepting, Updating, Reconciling, and Retiring	
4.3 Querying, Reporting, and Extracting	
4.4 Associating Hardware and Software to Contracts and Service Agreements	
4.5 Integration	
4.6 Additional Questions Relating to Asset Management	
5.0 Auto-Discovery and Asset Management	80 for section
5.1 Security	
5.2 Support, Training, Releases	

5.3 Licensing Structure/Annual Maintenance Questions	
5.4 Experience Required to Support	
6.0 Project Plan	50 for section
6.1 Project Plan	
7.0 Screen Shots	10 for section
7.1 Screen Shots	
8.0 List of Pre-Set Reports	5 for section
8.1 List of Pre-Set Reports	
9.0 Data Dictionary	n/a
9.1 Data Dictionary	
Pricing Section	Initial Points Possible
10.0 Pricing Questions	150 for section
10.1 Pricing Tables: Software and Agent Device Licenses	
10.2 Vendor Support and Training Costs During Installation	
10.3 Other One-Time Costs	
10.4 On-Going Training	
10.5 Hourly Rates for Potential Future Expansion of Solution	
10.6 Summary of One-Time Costs Identified in Sections 6.1 – 6.3	

SEDB Incentive

SEDB	Initial Points Possible
SEDB	10

B. Stage Two: On-Site Interview and Product Demonstration (300 points available).

Only the most competitive responses from Stage One will be invited to participate in the second stage of the evaluation process. (ITS expects to interview two to three vendors.)

The second stage of the evaluation process will include reference checks with two customers, an interview, and an on-site demonstration of the recommended product. ITS will only ask those vendors who progress to the second stage for customer references. (Note that Stage One does ask for three examples of where the recommended product has been installed.)

Vendors should be prepared to provide an actual on-site demonstration of the recommended solution as part of the Stage Two evaluation.

Table 2

Stage Two Scoring Allocations

Item	Possible Points
Customer References	50
Interview	150
On-Site Demonstration	100

C. Stage Three: Best and Final Offer

ITS reserves the right to ask those vendors who were interviewed in Stage Two of the evaluation process to submit a Best and Final Offer. Specific items to be submitted as part of the Best and Final Offer will be provided when the Best and Final Offer is requested.

2.7 Competitive Range

The evaluation of Proposers' proposals and additional information may result in successive reductions of the number of proposals that remain in the Competitive Range. If applicable to the procurement, the firms remaining in the Competitive Range may be invited to continue in the proposal evaluation process, and negotiations.

2.8 Negotiations

The County may enter negotiations with one or more Proposers to finalize contract terms and conditions. Negotiation of a contract shall be in conformance with applicable federal, state and local laws, regulations and procedures. The objective of the negotiations shall be to reach agreement on all provisions of the proposed contract. In the event negotiations are not successful, the County may reject proposals.

2.9 Contract Award

Contract award, if any, shall be made by the County to the responsible Proposer whose proposal best meets the requirements of the RFP, and is most advantageous to the County, taking into consideration price and the other established evaluation factors. The County is not required to award a contract to the Proposer offering the lowest price. The County shall have no obligations until a contract is signed between the Proposer and the County. The County reserves the right to award one or more contracts as it determines to be in its best interest.

2.10 Insurance Requirements

The Proposer to whom the County awards a Contract pursuant to this RFP shall file with the County evidence of insurance from insurer(s) satisfactory to the County certifying to the coverages of insurance set forth in this RFP. Such evidence of insurance shall be submitted within ten (10) Days of receipt of a written request from the County. **Refer to Part B Section 3 Insurance Requirements for further information.**

Failure by the Proposer to submit satisfactory evidence of insurance shall result in rejection of the proposal.

2.11 Public Disclosure of Proposals

This procurement is subject to the Washington Public Disclosure Act, RCW 42.17.250 *et seq.* Proposals submitted under this RFP shall be considered public documents unless the documents are exempt under the public disclosure laws. After the selection process has been concluded and a

contract has been signed by both parties proposals shall be available for inspection and copying by the public.

If a Proposer considers any portion of its proposal to be protected under the law, the Proposer shall clearly identify each such portion with words such as "CONFIDENTIAL," "PROPRIETARY" or "BUSINESS SECRET." If the County determines that the material is not exempt from public disclosure law, the County shall notify the Proposer of the request and allow the Proposer fifteen (15) Days to take whatever action it deems necessary to protect its interests. If the Proposer does not take such action within said period, the County shall release the portions of the proposal deemed subject to disclosure. By submitting a proposal, the Proposer assents to the procedure outlined in this subsection and shall have no claim against the County on account of actions taken under such procedure.

3 SECTION PROPOSAL QUESTIONS

3.1 General

- A. Refer to Exhibit A for a high-level description of the characteristics being sought in an auto-discovery and asset management solution. Refer to Exhibit B for specific questions relating to the Proposor's recommended solution for auto-discovery and asset management solution. Proposals shall address the questions in the order and format presented. Proposals need to be specific, detailed and straight forward using clear, concise, easily understood language.
- B. Proposers answering the proposal questions shall examine the entire Request for Proposal document including the instructions, terms and conditions, Scope of Work and applicable standards and regulations. Failure to do so shall be at the Proposers risk.

3.2 Proposal Scoring

- A. Proposal Scoring sets forth the weighted maximum scoring points system that will be used for evaluating the proposals. Along with other proposal contents indicated in **Part A, Section 1**, the Proposer's responses to Exhibit B are intended to provide the PEs with the information needed to judge the worthiness of each proposal. The Proposal Evaluators will assign points to each proposal section based on the guidelines of **Part A, Section 2** and the information provided in this Request for Proposal.
- B. Your Proposal should be complete and respond to all aspects of this RFP. Any exceptions shall be explained on a separate sheet attached to your Proposal, referencing the RFP section and subsection and paragraph.

4 SECTION SCOPE OF WORK

4.1 Implementation

Once all necessary hardware has been purchased and the contract has been signed, ITS expects the chosen solution to be fully implemented within ITS within four months and within the remaining DES Divisions and Offices within an additional two to four months. Full implementation includes installation, data population, personalization, testing, training, and implementation/go live.

In responding to this RFP, Vendors are asked to submit a detailed project plan that addresses these phases of the project. Please see Exhibit B, Section 7.0 for additional information about the submittal of a detailed project plan.

4.2 Contractor Responsibilities

The Contractor shall be responsible for performing the Work described in the Scope of Work, work associated with responses to Exhibit B, and work outlined in the detailed project plan. Please see Exhibit B, Section 7.0 for additional information about the submittal of a detailed project plan.

Throughout the project, the Contractor will provide skilled and knowledgeable staff resources with the appropriate skills to ensure that the recommended solution is fully implemented within the Department of Executive Services.

4.3 Project Overview

The Information and Telecommunications Services Division (ITS) of the Department of Executive Services (DES) is issuing this Request for Proposals (RFP) to procure an auto-discovery and asset management solution from a single vendor. ITS intends to procure a solution that meets current needs within the Department of Executive Services and is capable of long-term growth and expansion.

The recommended solution will be used in the overall management of IT assets throughout the Department of Executive Services. As such, ITS is looking for a mature, market-tested solution that is able to identify and track a wide variety of equipment, has the ability to monitor software usage, and can easily share data with other systems.

The solution chosen from this RFP process will be installed using a phased approach. The solution will initially be implemented for use tracking equipment within the ITS Division. Once installed within ITS, the recommended solution will be implemented within the remaining Divisions and Offices of the Department of Executive Services.

The chosen solution will also be made available for use by other King County agencies at a future point in time, but the implementation and use of the chosen solution outside of the Department of Executive Services is outside the scope of this RFP.

Long term project goals include:

- A. Improve accuracy and timeliness of attributes associated with information technology (IT) equipment in use within the Department of Executive Services.
- B. Improve the accuracy and timeliness of data associated with and available for software usage.
- C. Use improved data to more accurately and efficiently manage the life-cycle of IT equipment in use within the Department of Executive Services.
- D. Improve the experience of the various staff responsible for tracking aspects of IT equipment within the Department of Executive Services (examples include LAN administrators, Network administrators, managers, and staff responsible for annually reporting physical inventory data).

Please see Exhibit A for additional information relating to the characteristics being sought. Please see Exhibit B for additional information regarding questions being asked to evaluate Proposals.

4.4 General Project Information

General project information is contained below.

Description	Value
Project Name	Auto-Discovery and Asset Management Tools
Project Location	Seattle, WA
<i>Estimated</i> Implementation Start Date	TBD, Contingent on Contract Negotiations and Signing
<i>Estimated</i> Completion Date	Six Months from Contract Being Signed
Project Manager	Ann Moses
Product or Customer Manager	Chris Richards
Project Size	Medium

4.5 Methodology

The project implementation method will comply with the County technology implementation methodology. Existing standards shall be used where applicable and appropriate as well as existing infrastructure and server environments.

A. Project Status Reports

There will be two types of project status reports during the project.

The first will be a written, status report prepared by the Selected Vendor's Project Manager and submitted to the King County/ITS Project Manager on a bi-weekly basis. This report shall include, but not necessarily be limited to, any updates to the schedule; tasks accomplished during the previous two weeks; interim deliverables for review; planned tasks that were not accomplished; tasks to be accomplished the next two weeks.

The second will be a written report submitted to the King County Steering Committee on a monthly basis. This report shall be prepared by the King County/ITS Project Manager. The Selected Vendor's Project Manager will be expected to assist with the preparation of this report on an as-needed basis.

B. Project Controls

The Selected Contractor's Project Manager shall assist the King County/ITS Project Manager in identifying and mitigating project risks and issues. These items shall be maintained on an ongoing basis and reported during weekly project status meetings.

C. Project Status Meeting

The Selected Contractor's Project Manager shall meet with the King County/ITS Project Manager on a **weekly** basis to review the project's overall status, review and discuss the status of required written reports, and identify, discuss, and address any emerging or on-going issues or risks associated with the project. Members of the King County Project Team will attend the weekly meeting on an as-needed basis. It is acceptable for some, but not all, of these weekly meetings to occur via the telephone.

4.6 Project Scope

- A. The following tasks are within Scope and are required for implementing the solution within all of the Department of Executive Services (DES). ITS' preference is to implement the recommended

solution within ITS first and then, using a phased approach, implement the solution within each of the other agencies and offices within DES.

1. Performing project planning associated with installing the recommended solution.
2. Performing project planning associated with the design and data mapping of the asset management database/repository.
3. Implementing any identified changes to the design of the “out of the box” asset management database/repository.
4. Installing the asset management database/repository, including data conversion and population of the asset management database/repository.
5. Testing the recommended solution in a test environment.
6. Deploying the recommended solution in an operating/production environment.
7. Ensuring that complete knowledge transfer occurs between the selected vendor’s staff (project manager/technical) and King County staff. This shall be delivered through hands-on project involvement in the installation, development, configuration, design, and project development.
8. Producing high quality, accurate, and simple to use documentation. The documentation should be sufficient to allow the recommended solution to be managed entirely by internal staff. Examples of the type of documentation expected include, but are not necessarily limited to, the following:
 - a. Hardware and software configurations required for servers used by the recommended solution.
 - b. Operating system configuration for development, staging and production environments.
 - c. Implementation details for transitioning the recommended solution from a test environment to a production environment.
 - d. Procedures for maintaining the system.
 - e. All project source files (scripts, templates, html, PSD image files, etc.), configuration details and settings.
 - f. Solution Administration Guide detailing how to maintain health and stability of the solution.
 - g. Revisions (if any) to the original designs that occurred through the course of the construction (an as-is view of the final implementation).
 - h. Documentation for all tool user roles.

B. Tasks Out of Scope

1. Additional features or functionality not outlined in the documentation that is developed for each phase of the project without written change request and the opportunity to evaluate impact to schedule and cost of implementing such items.
2. Deploying the solution in County agencies outside of the Department of Executive Services.

4.7 **Work Description**

Major phases of the AD/AM project are listed below.

Table 3

Project Phases for Auto-Discovery/Asset Management Project

Project Phase #	Project Phase Name
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One	Project Kickoff/Project Planning for Installing Tool within ITS
Two	Design/Data Mapping of Asset Management Database/Repository
Three	Implementation of any identified changes to the design of the “out of the box” asset management database/repository.
Four	Installation of Asset Management Database/Repository (including data conversion and population)
Five A	Deploying Auto-Discovery Tool in Test Environment(s)
Five B	Testing Auto-Discovery Tool and Asset Management Database/Repository
Six A	Deployment of Auto-Discovery Tool in Operating/Production Environment
Six B	Implementation of Auto Discovery Tool and Asset Management System in Operating/Production Environment
Seven A	Project Planning for Deployment of auto-discovery and asset management tool within all other DES agencies/departments
Seven B	Deployment of auto-discovery and asset management tool within all other DES agencies/departments
Eight	Final Acceptance (including submittal of all requested documentation and sufficient knowledge transfer to allow internal staff to support the system)

Payment will be made at the completion of each phase defined above but only after the King County Steering Committee, the King County Project Manager, and the Selected Contactor agree that the phase has been successfully completed.

The Contractor shall provide a tentative schedule as part of the proposal response. See Exhibit B, Section 6.0 for additional information. The timeline can show milestone overlap and dependencies. A comprehensive project schedule shall be submitted upon contract agreement.

4.8 Project Assumptions

- A. The following assumptions shall be made by both the Contractor and the King County project team for the duration of the project:
1. The County will provide work area spaces with desks, chairs, etc.
 2. The County will provide connections that enable access to the Internet and e-mail for onsite Contractor team members.
 3. In advance of starting each major phase, the Contractor and Project Manager must review the phase's schedule and establish an appropriate review and sign-off processes for the upcoming major phase that is mutually agreeable to both parties. This assumption is being stated to facilitate the conclusion of each development phase/milestone.
 4. The County AD/AM project team shall have access to the proper project decision makers.
 5. An escalation path is in place for remediation of technical and project organizational issues.
 6. There shall be no time delay between phases, unless mutually agreed upon.
 7. Card-key or other building access will be provided to the Contractor's team members and shall be returned to appropriate County staff upon completion of the project.

4.9 Roles And Team Structure

Following is a list of known roles and teams that shall be established to ensure the timely completion of the auto-discovery/asset management project. Additional roles and teams may be established as appropriate.

- A. King County/ITS Project Manager: A dedicated KC/ITS project manager will be assigned to this project. The KC/ITS project manager will be responsible for the overall management of the project from the County's perspective. The KC/ITS project manager will meet with the selected contractors project manager on a weekly basis, will receive a bi-weekly status report from the Selected Vendor Project Manager, work with the selected contractor's project manager to submit a monthly written report to the KC Steering Committee, and, as appropriate, provide day-to-day assistance regarding the project's schedule, tasks, and any related risk and/or issues that may arise.
- B. King County ITS Project Team: Members of the KC ITS team will include individuals responsible for supporting the product, end-users, and technical specialists in particular areas (such as networks, active directory, etc.). The exact composition of this team will be established during the project kick-off and planning stage of the project.
- C. King County Steering Committee: King County will establish a Steering Committee responsible for oversight of the project. A written project status report will be submitted to the KC Steering Committee on a monthly basis.
- D. Selected Vendor Project Manager: The selected vendor will provide an experienced project manager to oversee the overall management of the project from the Vendor's perspective. The Selected Vendor's project manager will meet with the KC/ITS project manager on a weekly basis. The KC ITS Project Team will join these weekly meetings on an as-needed basis (initially, it is recommended that the KC ITS Project Team attend weekly).

The selected vendor's project manager will submit a written project status report to the KC/ITS Project Manager on a bi-weekly basis and will assist the KC/ITS Project Manager in writing a written project status report to be submitted to the KC Steering Committee on a monthly basis. The Selected Vendor's Project Manager should be prepared to attend meetings with the KC Steering Committee on an as-needed basis.

It is preferred that the Selected Vendor's Project Manager be an individual who has served in a similar capacity within the company for at least three years, has strong project management skills, excellent communication skills (both written and verbal), and is able to work well with all members of the Selected Vendor's Technical Team.

- E. Selected Vendor Technical Team: The selected vendor will provide a wide-range of technical staff to assist with the project's implementation on an as-needed basis. The technical team will be available to address risks and issues that arise. It is expected that members of the technical team be available for on-site visits at appropriate points throughout the project.
- F. Selected Vendor Organization Sponsor: This individual is someone within the Selected Vendor's organization responsible for overseeing the project as a whole. Ideally, this individual will be someone the Selected Vendor's Project Manager and/or the KC/ITS Project Manager can turn to for assistance with the remediation of any technical and project organizational issues involving the selected vendor that may arise during the project.

PROPOSAL LABEL

Complete the form below (or reasonable facsimile) and affix to the exterior lower left hand corner of the submission envelope(s), box(es), etc.

U R G E N T – SEALED PROPOSAL ENCLOSED Do Not Delay – Deliver Immediately			
U R G E N T	 King County	King County Procurement & Contract Services Section Exchange Building, 8 th Floor 821 2nd Ave., EXC-FI-0862 Seattle, WA 98104-1598	U R G E N T
	Proposal Number:	05-128LM	
	Proposal Title:	Auto Discovery and Asset Management	
	Opening Date:	November 17, 2005 - 2:00	
	Firm Name:		